



# American Embassy Banjul

## Vacancy Announcement

**SUBJECT:**  
**TRAVEL ASSISTANT**

**DATE:**  
**03/27/2009**

The U.S. Embassy/Banjul is seeking an individual (with the required work and/or residency permit for employment in country) for the position of Travel Assistant in the General Services Office. Under the direct supervision of the General Services and Management Officers, the incumbent serves as Travel Assistant responsible for all aspects of travel for U.S. Embassy/Banjul employees, visitors and program participants. Position serves as travel expeditor by meeting and assisting travelers at the airport.

### **REQUIRED QUALIFICATIONS:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**Education:** Completion of High School is required.

**Experience:** Two to three years of progressively responsible experience in the travel field or airline industry is required.

**Language:** Level III (good working knowledge speaking and writing) English ability is required. Fluent in one or two local dialect is required.

**Knowledge:** Good working knowledge of air travel regulations and policies is required. Must be familiar with air travel guides and routes.

**Skills and Abilities:** Must be able to deal tactfully and effectively with host country officials, U.S. Embassy employees and U.S. VIPs. Ability to research regulations to find answers to difficult questions about allowances and entitlements. Good knowledge of computer programs, e.g., Microsoft word, excel, Microsoft outlook, Internet, etc., is required.

### **TO APPLY:**

Interested candidates for this position should submit the following or the application will not be considered:

- Application for U.S. Federal Employment (OF-612) - available at the Embassy
- A current resume or curriculum vitae that provides the same information as an OF-612; plus
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Any other documentation (e.g., essays, certificates, awards, copies of degree earned) that addresses the qualification requirements of the position as listed above.

**Submit Application to:**

Human Resources Office  
U.S. Embassy/Banjul  
Kairaba Avenue  
Banjul

**CLOSING DATE FOR THIS POSITION: March 27, 2009**

**Please note that only short-listed candidates will be contacted for interview.**

The American Embassy Banjul is an Equal Opportunity Employer (EEO).